

**NASA
Procedural
Requirements****NPR 3451.1**

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COMPLIANCE IS MANDATORY[Printable Format \(PDF\)](#)**Subject: NASA Awards and Recognition Program****Responsible Office: Office of Human Capital Management**[| TOC](#) | [| Preface](#) | [| Chapter1](#) | [| Chapter2](#) | [| AppendixA](#) | [| AppendixB](#) | [| AppendixC](#) | [| AppendixD](#) | [| AppendixE](#) | [| AppendixF](#) | [| ALL](#)**Appendix B: Special NASA Awards Programs**

AWARD PROGRAM	PURPOSE	APPLICABILITY	RESPONSIBILITY	ADMINISTERED THROUGH	FORM OF RECOGNITION
NASA FINANCIAL MANAGEMENT AWARD	Recognizes innovative and effective financial management techniques, procedures, and policies that aid in the improvement of Governmentwide financial management functions.	All NASA Centers, with the exception of HQ Office of Chief Financial Officer employees	Office of the Chief Financial Officer	Annual Call Letter	Cash
NASA PROCUREMENT AWARD PROGRAM	Recognizes outstanding procurement in 8 categories--specific performance of individuals and Centers.	All NASA Centers	Office of Procurement	Applicable NASA NPR or Annual Call Letter	Plaque or certificate
NASA MINORITY CONTRACTOR OF THE YEAR	Recognizes 3 categories of outstanding contributions to NASA's achievements of small and disadvantaged business goals (one award in each category).	All NASA Centers	Office of Small and Disadvantaged Business Utilization	Annual Call Letter	NASA Exceptional Achievement Medal
SPACE FLIGHT AWARENESS (SFA) EMPLOYEE MOTIVATION AND RECOGNITION PROGRAM -SFA Honoree Award -SFA Team Award -Silver Snoopy Award	Recognizes significant achievements leading to safe, cost-effective program modifications that increase reliability, efficiency, and performance to ensure mission success and human safety.	All NASA Centers, supporting Government agencies, private industry, and international organizations supporting human space flight programs	Office of Space Flight	Call Letter (Details are contained in SFA Brochure and are available from SFA Program Manager)	Various awards and motivational materials
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NASA FLIGHT SAFETY AWARD	Recognizes significant contributions to flight safety for those space programs involving human flight.	All NASA Centers supporting Government agencies, private industry, and international organizations supporting human space flight programs	Office of Safety and Mission Assurance in conjunction with SFA Program Manager, Office of Space Flight	SFA Program; Call Letter (Details are contained in SFA Brochure and are available from SFA Program Manager)	Trophy
GEORGE M. LOW AWARD - NASA's Quality and Excellence Award	Recognizes NASA's prime and subcontractors for outstanding performance in the categories of large and small business, product, and service organizations.	All NASA Strategic Enterprises and Centers nominate select contractors to be evaluated for the Award	Office of Safety and Mission Assurance	Annual Call Letter	Trophy
CONGRESSIONAL SPACE MEDAL OF HONOR	Authorizes the President to recognize in the name of Congress an astronaut who, in the performance of his/her duties, has distinguished himself/herself by exceptionally meritorious efforts and contributions to the welfare of the Nation and humanity.	Astronauts	Office of Human Resources	As occasion deems appropriate	Congressional Space Medal of Honor
MILITARY AWARDS AND DECORATIONS TO MILITARY PERSONNEL ASSIGNED TO NASA	Recognizes individual military personnel on detail to NASA based on a heroic, meritorious, or extraordinary act, achievement, or service.	All NASA Centers	Office of External Relations, in coordination with the Department of Defense	Applicable NASA NPD	Military awards and decorations
AWARD PROGRAM	PURPOSE	APPLICABILITY	RESPONSIBILITY	ADMINISTERED THROUGH	FORM OF RECOGNITION
NASA EQUAL OPPORTUNITY TROPHY	Recognizes and rewards NASA Center management teams that have achieved positive affirmative action results during the fiscal year.	All NASA Centers	Office of Equal Opportunity Programs	Applicable NASA NPR	NASA Equal Opportunity Trophy, accompanied by a cash award
AWARDS FOR SCIENTIFIC AND TECHNICAL CONTRIBUTIONS - Inventor of the Year - Software of the Year - Board Awards	Provides monetary recognition for scientific and technical inventions and contributions to NASA that have significant value in the conduct of aeronautical and space activities (applies whether or not patentable).	All NASA Centers	NASA Inventions and Contributions Board	14 CFR 1240.1	Cash
EXTERNAL AWARDS PROGRAM	Recognizes the exemplary accomplishments of NASA employees by participating in recognition programs sponsored by organizations external to NASA.	All NASA Centers	Office of Human Resources	Solicitations from external organizations issued through quarterly call letters	Varies by sponsoring organizations

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